

INVOICE

[Your Agency/Name Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [001]

Date: [Month Day, Year]

Billing Period: [Start Date] - [End Date]

Bill To:

[Client Name]
[Company Name]
[Client Address]
[Client Email]

Service Description	Qty/Hours	Rate	Amount
Monthly Social Media Retainer Fixed Fee Content creation, scheduling, and community management.	1	[\$[0.00]]	[\$[0.00]]
Paid Social Ad Management Management Fee Optimization and reporting for Meta/TikTok campaigns.	[0]	[\$[0.00]]	[\$[0.00]]
Additional Content/Revisions Hourly Extra video edits outside of scope.	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

Please remit payment via [Bank Transfer/PayPal/Stripe] to [Account Details].

Payment is due within [Number] days of invoice date.

Thank you for your business!